

**State of Connecticut
Department of Social Services
Job Opportunity**

Utilization Review Nurse

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 14, 2013

Closing Date:

November 21, 2013

The Department of Social Services is presently accepting applications to fill two (2) Utilization Review Nurse positions, within the Division of Health Services, Alternate Care Unit and Money Follows the Person Unit. These positions are both located in our Hartford, Central Office.

Open To: The Public and State Employees

**Position: Utilization Review Nurse (FP-23)
Position # 88657 – Alternate Care Unit
Position # 98154 – Money Follows the Person Unit**

**Hours: Monday – Friday
40 hours/week**

Bargaining Unit: New England Health Care (1199)

Salary Range: \$62,558.00- \$84,794.00 Annually

Location: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES:

Alternate Care Unit: The Alternate Care Unit, a unit of The Division of Health Services is seeking a Utilization Review Nurse to oversee the quality management of 1915c Medicaid Waiver Programs. The Alternate Care Unit is the unit within DSS that manages the Medicaid Waiver programs and the state funded CT Home Care Program for Elders. This position will be responsible for meeting all of the requirements for monitoring the health and safety of waiver participants, following up on participant inquiries related to the quality of services provided and developing reports for the Centers for Medicare and Medicaid Services. This position is the liaison with the Department's Adult Protective Services program and provides clinical consultation to Access Agencies. The nurse in this position will oversee the management of the federally required critical incident system. Applicants for this position should have experience managing and developing quality assurance and quality improvement programs as well as developing and reporting on performance measures. Additional experience should also be in retrieving and compiling data to quality assurance reports.

Money Follows the Person Unit: Money Follows the Person Unit leads the state's "re-balancing" efforts to shift the focus of spending on long-term services and supports from institutional settings to home and community-based options. The Utilization Review Nurse will be responsible for reviewing, negotiating and approving all care plans for MFP participants; authorizing medications, DME and environmental adaptations; reviews and approves negotiated risk plans for MFP participants; coordinates with community nurses during MFP year; increases utilization of assistive technology as less costly alternative in care plans; reviews MFP critical incidents and makes recommendations for systems change; assures quality management functions of the MFP demonstration.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of principles, practices and current trends in nursing; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of standards of practice of medicine and nursing as well as other health care disciplines; knowledge of regulations and standards pertaining to utilization review; knowledge of care and service delivery to injured workers; interpersonal skills; oral and written communication skills; ability to analyze patient profile and progress charts to evaluate proper care and treatment.

EXPERIENCE AND TRAINING:

General Experience: Three (3) years' experience as a registered professional nurse.

Special Experience: One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.

Substitution Allowed: A Bachelor's Degree in nursing may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates and State of Connecticut Employees who have attained permanent status in the job classification.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records **and do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY THURSDAY, NOVEMBER 21, 2013, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer